



Westfield School

Attendance and Admissions Manager

Applicant Pack



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The vacancy

Post advert

Deadline for applications: 11.59pm on 31 May 2026

To start: ASAP

We are seeking an organised, proactive, and experienced Attendance and Admissions Manager to join our school team. This is a key role responsible for overseeing pupil attendance, managing admissions processes, and ensuring accurate student records in line with school policies and statutory requirements.

The successful candidate will work closely with senior leaders, pastoral teams, parents/carers, and external agencies to promote excellent attendance and support smooth pupil admissions and transitions.

The key areas of responsibility will be:

Attendance

- Monitor and manage daily student attendance records.
- Identify attendance concerns and follow up with parents/carers promptly.
- Produce attendance reports and analyse data to identify trends.
- Work with pastoral staff and external agencies to improve student attendance.
- Implement interventions to improve attendance
- Ensure compliance with safeguarding and statutory attendance requirements.
- Coordinate response procedures for absent pupils.

Admissions

- Manage the end-to-end admissions process, including applications, offers, and enrolment.
- Maintain accurate pupil records and admissions data.
- Act as the main point of contact for admissions enquiries from families and external stakeholders.
- Ensure admissions procedures comply with local authority and school policies.

Role summary

Post title:	Attendance and Admissions Manager
Profile:	LD6A
Grade:	Grade 7
Grade spinal point range:	SCP 27 to 31
Salary:	£38,220 - £41,771 (pro rata £33,717 - £36,850)

Accountable SLT post:	Deputy Headteacher (Inclusion)	
Line manager (if different):		
Staff to be supervised or line managed by post holder:	Education Welfare & Attendance Manager and Attendance Admin	
Post holder will work with:	Students Other teaching and support staff	
Holiday and sickness relief:	By and for other support staff	
Purpose of post:	<ul style="list-style-type: none"> • To lead on whole school attendance to ensure and achieve high levels of attendance, years 7 - 11 • To raise the profile of student attendance • Liaise with safeguarding colleagues and outside agencies to collaboratively manage student safety and care • Work with the pastoral team to support student attendance • Oversee and manage the administration of student admissions 	
Version revised:	May 2026	
Contract:	Permanent	37 hours/40 weeks

At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our safeguarding and child protection policy at www.chorustrust.org/policies.

The trust will conduct an online search of the successful candidate in line with the DfE's keeping children safe in education advice.

The successful candidate will be required to complete a Disclosure and Barring Service (DBS) check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

Job description

The post holder must at all times carry out their responsibilities within the spirit of the school and trust policies and within the framework of legislation relating to academies and education, with particular regard to the statutory responsibilities of the trust and the governing body of the school.

The specific duties and responsibilities include but are not limited to:

Specific duties and responsibilities

- Raise the profile of student attendance across the school through both operational and strategic planning.
- Attend and assist in meetings with line managers to agree attendance targets and outcomes.
- Implement, review and maintain adherence to attendance policies and procedures.
- Be a major contributor to policies and procedures relating to student attendance.
- Have a clear vision and focus on attendance and strategies to support students where there are areas of concern.
- Analyse attendance data and implement agreed actions, as approved with line managers.
- Oversee and manage the administration of student admissions including but not limited to: in-year admissions, Fair Access admissions, Off Site Direction and Managed Moves
- To be responsible for coordinating training and supporting staff members within the attendance team to increase student attendance across all years (Y7 – Y11).
- Develop the ethos, values and importance of attendance within the school community.
- Plan interventions with members of the team to ensure improved attendance of individual students.
- Follow up on suspected truancy and inform parents/carers, school staff and police as necessary.
- To help families to improve their child's access to learning and enable all students to maximise their educational opportunities, especially those vulnerable groups who may need additional support.
- Ensure clear plans are in place to manage student absence at all levels.
- Support colleagues and attendance teams in meeting and greeting students in the morning, welcoming them and ensuring that any issues are followed up immediately.
- Ensure students who are late to school are met by a member of the attendance team and issued with sanctions – all data related to lateness will be recorded, analysed and an action plan developed.
- Ensure student attendance is correctly recorded on a daily basis and first day absence calls are made by the attendance teams.

- Ensure requests for student holidays are managed effectively.
- Set up and maintain efficient and effective systems for filing and organising correspondence, in relation to student attendance and admissions/leavers, ensuring discretion and respecting confidentiality.
- To ensure attendance records are accurate in support of DfE attendance returns, the completion of the school census and school audits carried out by central teams.
- Ensure the management of the daily registration process is completely accurately and on time.
- Produce clear and concise letters, reports and documents, including confidential papers as required.
- Ensure all appropriate records are maintained (paper and electronic) including the use of updates on the Management Information System.
- Arrange and lead meetings relating to attendance and admissions/leavers and support attendance teams on-site to manage meetings.
- Monitoring of persistent absentee cohort, ensuring the attendance team review on a daily basis and parents/carers of those absent are contacted. Lead on the development of actions plans in liaison with line managers.
- Ensure home visits are managed on a daily basis, determining which staff will carry out the visits ensuring parents/carers are treated with respect and dignity.
- Ensure contact is maintained with long term absentees and liaise with relevant Inclusion and Safeguarding leads.
- Lead on the attendance team in the organisation of all court actions and prosecution cases, providing paperwork, records of communications, being available for court appearances when necessary – ensuring that senior leaders are fully briefed on an ongoing basis with potential court action cases.
- Attend and manage student attendance panels and monitor and record outcomes.
- Ensure records of call, correspondence, home visits etc for evidence purposed are recorded consistently.
- Analyse data relating to persistent absentees in order to develop strategies to improve this with senior leaders.
- Liaise with Safeguarding / Inclusion staff regarding student whereabouts, changes in circumstances, information from parents/carers, students whose attendance is dropping etc.
- Work in collaboration with Heads of Year, Pastoral and Safeguarding teams.
- Liaising with attendance leads in feeder primary schools to ensure that attendance concerns are identified early so that appropriate intervention and support is in place for successful transition.
- Be a point of contact for parents/carers, key workers and other external agencies for issues relating to attendance/admissions/leavers and ensure attendance staff build and maintain relationships.
- Work in partnership with social workers to attend relevant meetings as required.
- Keep up to date with all legislation relating to attendance.

Support for the trust/school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- Team responsibilities: all staff are considered part of the overall trust team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.
- From time to time, to meet the needs of the trust, you may be asked but not expected to work hours additional to your normal working hours. The trust will give you as much notice as possible and you will be paid/recompensed for such work. Situations where this might be required are, for example: relevant key school events such as open evenings, exam results days, trips, clubs, training etc.

Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher/Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the governing body or board of trustees and/or senior leadership team as required. Trade union representation will be welcomed in any such discussions.

Person Specification

Job Title: Attendance and Admissions Manager

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Knowledge, experience and skills			
Experience of working in an education setting in attendance and /or admissions	✓		A / I

Knowledge and understanding of the key factors which would result in a child becoming missing from education and the potential impact this could have on the achievement of the child	✓		A / I
Knowledge and understanding of legislation for schools and families regarding attendance in education	✓		A / I
Ability to work collaboratively with internal and external organisations to achieve positive outcomes for vulnerable and disengaged children	✓		A / I
Knowledge of safeguarding responsibilities and statutory processes linked to attendance and absence	✓		A / I
Experience of working collaboratively with pupils, parents/carers, and organisations to achieve positive outcomes for children	✓		A / I
Experience of monitoring attendance data, identifying patterns of concern and implementing interventions to improve attendance	✓		A / I
Knowledge of services and resources available to support families		✓	A / I
Experience of working with vulnerable and socially disadvantaged young people	✓		A / I
Experience in student well-being and mental health.		✓	A / I
Ability to build positive and open relationships with young people and their families	✓		A / I
Experience of working with external stakeholders to support safeguarding, attendance and inclusion.	✓		A / I
Understanding of school and local authority admissions process		✓	A / I
Excellent communication and liaison skills and the ability to establish and maintain good personal working relationships with all members of the school community	✓		A / I
Ability to use IT including Microsoft excel	✓		A / I
Knowledge/experience of working with a school MIS system		✓	A / I

Qualifications			
Good level of literacy and numeracy to include GCSE Maths and English or equivalent at grade 4 or above.	✓		A
Other skills			
Ability and willingness to undertake professional development.	✓		A / I
Ability to use own initiative to work flexibly and respond positively to a range of situations	✓		A / I
Ability to work effectively as part of a team as well as independently.	✓		A / I
Understanding of data protection and confidentiality when handling sensitive data and the ability to maintain strict confidentiality of information	✓		A / I
Child protection			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		A / I

Westfield School

Westfield School has a strong local reputation and has recently been oversubscribed. We are an ambitious and improving secondary school, with expanding 11-16 provision. We currently have over 1300 students and seek to provide outstanding achievement for all.

We are really proud of our school and our students. Our expanding curriculum is ambitious and enriched with our exam results improving year on year.

The environment in which we work is modern and vibrant with great facilities including generous grounds, bright classrooms with modern IT, fabulous sports facilities including astroturf and swimming pool.



In addition to trust-wide benefits for all staff, those at Westfield School also have access to:

- Supportive and friendly staff and leadership team.
- Excellent public transport links and free staff parking.
- Free access to on-site leisure facilities including swimming pool and gym.
- Opportunity to be part of the varied extracurricular offering, including Duke of Edinburgh's Award programme.
- Staff wellbeing and fitness programme, run in conjunction with Sheffield United.

You can view the school website at: www.westfield.chorustrust.org.

Chorus Education Trust

Chorus Trust is a growing trust, committed to providing every child with the best education in both primary and secondary schools across South Yorkshire and Derbyshire. We train and develop teachers, giving our children access to the very best educational thinking and practice.



Our vision is ‘Outstanding Achievement for All’. We want to create a culture of success in which our children and young people can succeed. We do this through the provision of safe and supportive schools, collaborating to ensure our children benefit from a more effective spend of public money.

As part of the Chorus Trust Team, all staff have access to:



An ethos of being a **force for good**; of being part of a team that enables ‘outstanding achievement for all’.



Leading edge **training and development** through the South Yorkshire Teaching Hub.



Competitive **pension schemes**: Teacher’s Pension Scheme (teaching staff) and local government pension scheme (support staff).



Discounted **health schemes** through Westfield Health and Westfield Rewards Schemes, plus **free annual flu jabs** with Boots Corporate Health and **free eye tests** with Specsavers.



A **collaborative environment** encouraging knowledge sharing and support.



Term-time only contract postholders have the freedom of having **school holidays** off.



Career progression opportunities within a growing, local trust.



Support for **flexible working** arrangements.

You can read more about Chorus Trust at www.chorustrust.org.